

ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position in the fire department service. The primary duties and responsibilities include responding to major incidents to act as an aide to help the incident commander in effectively managing the incident. Performs liaison responsibilities for local, state, federal, and private agencies. Assists the planning officer in record keeping (e.g., situation statistician or incident historian). In addition to working as a logistics officer, incumbent supports incident mitigation efforts by supplying needed equipment and/or special services (e.g., fuel, personnel, rehab, supplies, etc.). Serves as the department's Infectious Control Officer. Maintains departmental records and reports. Assists the Fire Chief in areas of budgeting, research, and planning; personnel administration; and performing assigned public relations duties. Assists the Fire Chief in analyzing operations and recommending changes in all phases of fire fighting operation, to include equipment, staffing, training, facilities, and monitoring procedures for compliance with the Insurance Association of Louisiana (PIAL) regulations. This position requires the ability to keep confidential records, reports, and work related to assisting the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Participates in research and planning for programs and activities of the department. Recommends management policies, goals and objectives for consideration by the Fire Chief.

Answers questions for the public about the operations of the fire department or any related areas of emergency services. Informs the public about the fire department work by means of talks or demonstrations.

Works to see the department operations help the parish to obtain favorable PIAL ratings.

Coordinates fire department conferences and various other projects as directed by the Fire Chief.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by filing deadline for admission to the test.

Must submit a completed application in person to the St. Bernard Fire Civil Service Board secretary.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and being a qualified elector of the State of Louisiana.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the appointing authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be proficient in Microsoft Office Suite, be able to organize data, prepare reports and other department correspondence.

Must be capable of expressing ideas clearly and concisely, orally and in writing, to groups and individuals.

At employment, must be a resident of St. Bernard Parish.